



## **TRANSFER/PROMOTIONAL OPPORTUNITY**

### **ACCOUNTING PROGRAM ASSISTANT II**

#### **Office of the Comptroller**

**PURPOSE:** The Accounting Program Assistant II performs a range of duties to support the mission of the Office of the Comptroller. This includes performing citywide vendor database management; reviewing, analyzing, and reconciling checks issued to vouchers processed; processing City contracts; maintaining accounts payable documentation; making preparations for citywide record retention digital scanning and indexing; assisting professional accountants with account reconciliation, analysis, and data entry; performing system testing and research; and handling office administration tasks.

#### **ESSENTIAL FUNCTIONS:**

- Performs citywide vendor database management, including approving vendors, verifying correct vendor information and tax identification numbers, and maintaining W-9 forms. Communicates with departments regarding vendor setups, processes corrections, and makes vendor changes. Reviews vendor database for incorrect and duplicate data, deletes entries, and purges obsolete files.
- Assists the Office of the Comptroller with meeting federal due dates by preparing, generating, and correcting IRS 1099 forms, which includes querying the database and researching payments.
- Reviews, analyzes, and reconciles checks issued to the vouchers processed on a daily basis, including processing check attachments to the Office of the Treasurer.
- Maintains accounts payable documentation and makes preparations for record retention digital scanning and indexing for use by all City departments. Assists in other record retention duties, including retrieving documents for management, professional staff, other departments, and internal and external auditors.
- Assists in accounting system testing and research.
- Reviews, analyzes, and processes City contracts that require countersignature of the Comptroller as to sufficiency of funds, encumbrance transactions, proper authorization signatures, and proper accounts. Maintains the records in an indexed system for efficient retrieval.
- Reviews, verifies, and confirms supporting documentation for Procard vouchers and control groups submitted for payment by City and contracting departments.
- Performs office administration tasks, such as managing office supply inventory, requesting service to maintain and repair office equipment, and serving as receptionist on occasion.
- Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### **MINIMUM REQUIREMENTS:**

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. One year of experience at the Accounting Assistant II level or equivalent, including experience using the accounts payable module of the City's financial management information system (Oracle/PeopleSoft).

*Equivalent combinations of education and experience may be considered. For example, job-related coursework from an accredited college or university may be substituted for a portion of the experience requirement. Submit copies of transcripts to receive credit for coursework.*

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of accounting concepts, including accounts payable processes.
- Analytical and problem-solving skills.
- Knowledge of math and ability to perform accurate calculations.

### ***Accounting Program Assistant II (Comptroller)***

- Knowledge of and ability to use the City's financial management information system (Oracle/PeopleSoft), particularly the accounts payable module.
- Ability to use standard office software to create and maintain complex spreadsheets, word processing documents, and reports.
- Ability to perform system testing and research.
- Ability to understand and apply purchasing policies.
- Customer service and interpersonal skills --- ability to maintain effective relationships with coworkers, internal customers, and the public.
- Ability to work in a team setting as well as independently.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, and prioritize work.
- Meticulous attention to detail and ability to produce accurate work under strict deadlines.
- Honesty, professionalism, and the ability to maintain confidentiality.

**THE CURRENT PAY GRADE IS 6K.** The annual rates for Accounting Program Assistant II are \$39,507.26-\$44,276.96.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

#### **APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: **Ms. Beverly LaFlex, Accounting Manager, Office of the Comptroller, City Hall, 200 E Wells St, Room 404, Milwaukee, WI 53202**, by **February 24, 2012**. *Receipt of applications may be discontinued any time after that date.*

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